

~~SECRET~~

## PROMOTION

### 1. GENERAL

114  
This regulation states policy and procedures applicable to the promotion of employees (staff employees and staff agents) up to and including grade GS-15. It does not apply to the promotion of employees compensated in accordance with Wage Board, or Negotiated Wage Schedules.

### 2. POLICY

- 8 ✓
- a. The Agency Table of Organization will be staffed by the assignment or promotion of qualified Agency employees to the positions in which they are most needed, with due consideration given to preferences of employees. External recruitment will be undertaken only to fill positions for which qualified employees or detailed personnel are not available. To maintain authorized staffing levels for Agency positions, qualified employees will be advanced on the basis of competitive evaluation of their performance, qualifications, attitude, length of service and value to the Agency. Promotions and recruitment will be controlled so that the composition of Agency personnel by occupation and grade level will not exceed authorized staffing requirements.
  - b. In general, each Career Service will comprise the competitive area for promotion for members of that Service. However, Heads of Career Services may establish separate areas of competition within the Services when necessary due to substantial differences in occupational or functional lines of work performed by the personnel of the Service.

~~SECRET~~

~~SECRET~~

- c. Competitive evaluation of employees in grades GS-7 through GS-14 for promotion will be accomplished through the establishment and use by Heads of Career Services of Competitive Evaluation Panels in each Career Service. Panel recommendations of promotions will be advisory to the Head of the Career Service. Panel consideration will not be required in the administration of promotions of personnel in grades GS-6 and below, but the basic principle of competitive promotion will be followed insofar as practicable.
- d. Personnel in the zone of consideration will be considered for promotion by the Head of their Career Service at least once each year.
- e. Promotions will be of one grade increments except where double grade stages have been established for progression within the grade range GS-5 through GS-11.
- f. Normally, promotions will be to positions which correspond in grade to the grade of the employee promoted. However, when the Head of a Career Service determines it is necessary in the best interests of the Agency to retain an employee in a position of lower grade until a tour of assignment is completed, the employee may, if competitively selected, be promoted and continue in the position of lower grade in a personal rank assignment status for the necessary period. Personal rank assignments will not be authorized if the action would result in the grade structure of members of the Career Service exceeding the grade structure of positions which the Career Service staffs.

~~SECRET~~

~~SECRET~~

### 3. RESPONSIBILITIES

#### a. SUPERVISORS

Supervisors at all levels are responsible for evaluating the merit for promotion of employees under their jurisdiction and for making recommendations to the Heads of appropriate Career Services, through command channels, concerning the promotion of such employees, according to the provisions of this Regulation.

#### b. HEADS OF CAREER SERVICES

(X) The Head of each Career Service is responsible for:

- (1) Recommending promotions to the Director of Personnel based upon competitive evaluation of employee's merit for promotion in relation to the staffing requirements for the Career Service, after due consideration of recommendations from Competitive Evaluation Panels, Career Boards, and Operating Officials.
- (2) Determining Competitive Promotion Areas within the Career Service.
- (3) Appointment of Competitive Evaluation Panels for the Career Service.
- (4) Ensuring that the composition of the membership of his Career Service by occupation and grade level does not exceed staffing requirements of the Service.

#### c. DIRECTOR OF PERSONNEL

The Director of Personnel is responsible for:

- (1) Ensuring compliance with the Regulation by continuous evaluation of the Agency's promotion program.

~~SECRET~~

~~SECRET~~

- (2) Assisting officials at all levels in carrying out their responsibilities in accordance with this regulation.
- (3) Reviewing all promotion requests and finally approving those promotion actions which conform to the provisions of this Regulation.
- (4) Recording and disseminating the qualification requirements of all Agency positions to be used as a basis for reviewing promotion requests.
- (5) Providing periodic listings to Heads of Career Services of personnel in the zone of consideration for promotion.
- (6) Providing periodic reports of the staffing status of each Career Service to consist of a comparison of the number of personnel of the Career Service at each grade level with the number of authorized positions at each grade level encumbered by the members of the Career Service.

#### 4. PROMOTION REQUIREMENTS

##### a. Agency Experience Requirements

An employee will enter the zone of consideration for promotion when he has served in his current grade for the appropriate period as indicated below:

<u>Current Grade</u>	<u>Months of CIA Experience</u>
GS-1 through GS-6	6
GS-7 through GS-11	12
GS-12 and GS-13	18
GS-14	24

##### b. Qualification Requirements

An employee must be qualified to perform the duties of a higher graded position to which his promotion is recommended. If an employee is being promoted and retained for the time being, in the best interests of the

~~SECRET~~

~~SECRET~~

*shorten*  
Agency, in a lower gradad position, he must be qualified to perform work in the occupational category and grade level to which he is promoted. When an employee is being considered for promotion to a position for which qualification requirements are prescribed in Handbook [REDACTED] these requirements will be used as the basis for evaluating his qualifications.

25X1A

## 5. PROCEDURES

### a. Competitive Evaluation Panels

The Head of each Career Service will appoint Competitive Evaluation Panels consisting each of a minimum of three voting members of the Career Service of higher grade than employees to be evaluated as to merit for promotion. Intermediate Panels will evaluate employees in gradea GS-7 through 11, and Advanced Panels will evaluate employees in grades GS-12 through GS-14 each year. Panel members will serve for the period of consideration of the grade groups assigned. Competitive Evaluation Panels will function in accordance with the provisions of [REDACTED] and will provide the Head of the Career Service with a listing (in order of relative merit for promotion) of the personnel in the zone of consideration at each grade level whom it recommends for promotion.

25X1A

### b. Operating Officials

- (1) Upon request of the Heads of Career Services, Operating Officials will submit for each grade level, a list of their employees in the zone of consideration whom they recommend for promotion. Whenever practical, ~~operating officials will rank the recommended employees~~

*senior supervisors relative merit*

~~SECRET~~

~~SECRET~~

- in the order of merit for promotion. This listing will be provided to the appropriate Competitive Evaluation Panel for its use.
- (2) During intervals between Panel Evaluation of a grade level of personnel, an Operating Official may submit individual promotion recommendations to the Head of the appropriate Career Service when immediate promotion action is necessary to recognize outstanding ability and performance.
- (3) Operating Officials will submit promotion recommendations for personnel in grades GS-6 and below when their performance, qualifications, and length of service as compared with other personnel in the area concerned merits their promotion.

c. Heads of Career Services

- (1) Upon receipt of rank order listing Heads of Career Services will make final determinations as to employees to be recommended for promotion in the grade(s) concerned. They will insure that employees recommended for promotion are to be utilized in a position of proper grade currently or will be so utilized in the foreseeable future, and that the staffing status of the Career Service will not exceed position authorizations (para.3c(6)) as a result of promotion actions recommended. Additionally, they will inform operating officials of their employees being recommended for promotion and give due consideration to a request from an operating official as to timing of the action or that a promotion be withheld.

~~SECRET~~

~~SECRET~~

- (2) Heads of Career Services will initiate promotions for personnel in grades ~~below~~ <sup>and below</sup> GS-7 in consideration of requests from operating officials and on the basis of performance and qualifications of the individuals in comparison to their contemporaries in the zone of consideration.
- (3) Heads of Career Services will submit promotion recommendations to the Director of Personnel on SF-52, Request for Personnel Action, in accordance with instructions of HB [REDACTED] Recommendations for 25X1A promotion requiring personal rank assignments will include a statement from the Head of the Career Service, or his designee, citing the reason for the use of this type of assignment and the probable duration.

~~SECRET~~

## ROUTING AND RECORD SHEET

INSTRUCTIONS: Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM: [REDACTED] 25X1A9a  
Chief, Position Evaluation Division

TELEPHONE NO.

DATE

27 July 1956

TO	ROOM NO.	DATE		OFFICER'S INITIALS	TELEPHONE	COMMENTS
		REC'D	FWD'D			
1. DD/Pers						1. Attached is tentative Regulation on Competitive Promotion.
2.						2. Prior to completing the presentation on this subject, I'd like your comments and agreement on the proposed Regulation. Can we get together Monday afternoon, 30 July?
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						

cc: DD/Pers/PD ✓  
JB 30 July

DOCUMENT NO. \_\_\_\_\_  
NO CHANGE IN CLASS. ( )  
DECLASSIFIED  
CLASS CHANGED TO: [REDACTED]  
NEXT REVIEW DATE: \_\_\_\_\_  
AUTH: HR 70-2  
DATE: 24 JUL 1987 REVIEWER: 029725